

CHAPTER 141  
LICENSURE OF NURSING HOME ADMINISTRATORS  
[Prior to 8/24/88, see Nursing Home Administrators Board of Examiners[600], Ch 2]

**645—141.1(155) Definitions.** For purposes of these rules, the following definitions shall apply:

“*Administrator*” means a licensed nursing home administrator.

“*Board*” means the board of examiners for nursing home administrators.

“*CNHA*” means a certified nursing home administrator.

“*Lapsed license*” means a license that a person has failed to renew as required or the license of a person who has failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a nursing home administrator in the state of Iowa.

“*License expiration date*” means December 31 of odd-numbered years.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice nursing home administration to an applicant who is currently licensed in another state.

“*NAB*” means National Association of Boards of Examiners of Long Term Care Administrators.

“*Reciprocal license*” means the issuance of an Iowa license to practice nursing home administration to an applicant who is currently licensed in another state which has a mutual agreement with the Iowa board of examiners for nursing home administrators to license persons who have the same or similar qualifications to those required in Iowa.

**645—141.2(155) Requirements for licensure.** The following criteria shall apply to licensure:

1. An applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to the Board of Examiners for Nursing Home Administrators, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075;

2. An applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board;

3. Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Examiners for Nursing Home Administrators. The fees are nonrefundable;

4. The applicant shall have official copies of academic transcripts sent directly from the school(s) to the board;

5. The applicant shall provide satisfactory evidence of the completion of the long-term care practicum;

6. An applicant shall successfully pass the approved national examination;

7. Licensees who were issued their initial licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

8. Incomplete applications that have been on file in the board office for more than two years shall be:

- Considered invalid and shall be destroyed; or
- Maintained upon request of the applicant. The applicant is responsible for requesting that the file be maintained.

9. Notification of eligibility for licensure shall be sent to the licensee by the board.

**645—141.3(155) Examination requirements.** The following criteria shall apply to the written examination:

1. In order to be eligible to take the written examination, the supporting data and documentation required by the board are completed and on file at the board office.
2. The supporting data and documentation must be received at least 30 days prior to the date the applicant desires board eligibility determination for the examination.
3. Notification shall be sent by the board office to the examination service of an applicant's eligibility for the examination.
4. Each applicant who fails the national examination may apply to the board for reexamination. The applicant shall not take the national examination more than three times. If the applicant fails a third national examination, education in areas established by the board must be obtained before another examination will be allowed or a license is issued.

**645—141.4(155) Educational qualifications.** An applicant for licensure as a nursing home administrator shall fulfill the educational requirements of one of the following:

**141.4(1) Applicants with degrees in health care administration, health services administration, nursing home administration or long-term care administration.** An applicant for licensure to practice as a nursing home administrator shall possess a baccalaureate or postbaccalaureate degree in health care administration, health services administration, nursing home administration or long-term care administration from a college or university currently accredited by one of the following: a regional accrediting agency, an organization affiliated with the National Commission on Accrediting (Council of Post-secondary Accreditation), or the National Association of Boards of Examiners of Long Term Care Administrators. The practicum requirements are as follows:

- a. The applicant shall complete 12 semester hours of long-term health care practicum (720 clock hours). There are nine areas of practicum requiring 80 clock hours each: social services; dietary; legal aspects and government organizations; nursing; environmental services; activities/community resources; business administration; administrative organization; and human resource management; or
- b. The designated faculty of the academic program may verify completion of the required clock hours of practicum in writing to the board if the practicum is not a 12-semester-hour practicum; or
- c. The school may waive up to 320 clock hours of practicum based on prior academic coursework or experience. The designated faculty shall provide written verification of completion of a minimum of 400 clock hours of practicum and that each of the nine required areas of practicum has been satisfied; or
- d. Substitution of one year of long-term health care administration experience supervised by a licensed administrator may be allowed at the discretion of the board. Attestation of the supervised experience shall be supplied in writing by the supervising licensed administrator. The attestation shall verify the equivalent of the required 80 clock hours in each of the nine required areas of practicum; or

**141.4(2) Applicants with degrees in other disciplines.** An applicant shall possess a baccalaureate degree in any other discipline from a college or university currently accredited by a regional accrediting agency or organization affiliated with the National Commission on Accrediting (Council of Post-secondary Accreditation). The applicant's coursework shall show satisfactory completion of the following:

- a. Ten semester hours of business management, accounting or business law or any combination thereof;
- b. Six semester hours of gerontology or aging-related coursework in disciplines including but not limited to the sciences and humanities;

c. Twelve semester hours in health care administration including but not limited to the areas of organizational management, regulatory management, human resources management, resident care management, environmental services management, and financial management; and

d. Practicum. The applicant shall complete a practicum as follows:

(1) The applicant shall complete 12 semester hours of long-term health care practicum (720 clock hours). There are nine areas of practicum requiring 80 clock hours each: social services; dietary; legal aspects and government organizations; nursing; environmental services; activities/community resources; business administration; administrative organization; and human resource management; or

(2) The designated faculty of the academic program may verify completion of the required clock hours of practicum in writing to the board if the practicum is not a 12-semester-hour practicum; or

(3) The school may waive up to 320 clock hours of practicum based on prior academic coursework or experience. The designated faculty shall provide written verification of completion of a minimum of 400 clock hours of practicum and that each of the nine required areas of practicum has been satisfied; or

(4) Substitution of one year of long-term health care administration experience supervised by a licensed administrator may be allowed at the discretion of the board. Attestation of the supervised experience shall be supplied in writing by the supervising licensed administrator. The attestation shall verify the equivalent of the required 80 clock hours in each of the nine required areas of practicum.

**141.4(3) *Foreign-trained applicants.*** Foreign-trained nursing home administrators shall:

a. Provide an equivalency evaluation of their educational credentials by International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, California 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org), or E-mail at [info@ierf.org](mailto:info@ierf.org). The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.

b. Provide a notarized copy of the certificate or diploma awarded to the applicant from a nursing home administration program in the country in which the applicant was educated.

c. Receive a final determination from the board regarding the application for licensure.

#### **645—141.5(155) Practicum experience.**

**141.5(1)** The practicum experience shall be performed under the supervision of a preceptor (licensed administrator) in a licensed nursing home in accordance with the following:

a. The facility must have a licensed capacity of no fewer than 25 beds.

b. The facility cannot be owned or operated by a parent, spouse or sibling of the student.

c. The student may not be a provisional administrator of any facility during the time of the practicum.

d. The practicum student may be compensated while completing the practicum experience.

e. The preceptor (licensed administrator):

(1) Shall hold a current license in good standing as a nursing home administrator;

(2) Shall have at least two years' experience as a licensed nursing home administrator;

(3) Shall be present in the facility during at least 75 percent of the student's practicum; and

(4) Cannot be related to the student as a parent, spouse or sibling.

**141.5(2)** The board may grant waivers of the total practicum requirement based on previous life experience. Substitution of no less than one year of long-term health care administration experience may be allowed at the discretion of the board. Applications for waiver of the practicum may be obtained from the board office and shall be accompanied by supporting documentation, verified by both the applicant and the applicant's employer.

**645—141.6(155) Provisional administrator.** Under certain limited circumstances, and only upon the filing of an application requesting approval, a provisional administrator may be appointed to serve as the administrator of a nursing home. A provisional administrator is considered a temporary appointment, and the person appointed may serve as an administrator for a period of time not to exceed 12 months. The 12-month appointment runs from the date approved by the board, and the 12 months in service do not need to be consecutive. The person serving as a provisional administrator shall not be permitted to serve in that capacity for more than a total of 12 months in an entire career. It is the responsibility of an approved provisional administrator to maintain documentation of the actual dates the administrator serves in that capacity.

**141.6(1)** The limited circumstances under which the request for a provisional appointment shall be granted include the inability of the licensed administrator to perform the administrator's duties, the death of the licensed administrator or circumstances which prevent the immediate transfer of the licensed administrator's duties to another licensed administrator.

**141.6(2)** Applications for a provisional appointment shall be in writing on a form prescribed by the board. Applicants shall meet the following minimum qualifications:

- a. Be at least 18 years of age.
- b. Be employed on a full-time basis of no less than 32 hours per week to perform the duties of the nursing home administrator.
- c. Be knowledgeable of the nursing home administrator's domains of practice including resident care management, human resources management, financial management, environmental management, regulatory management and organizational management.
- d. Be without a history of unprofessional conduct or denial of or disciplinary action against a license to practice nursing home administration or any other profession by any lawful licensing authority for reasons outlined in 645—Chapter 144.
- e. Provide evidence to establish that the provisional appointment will not exceed the maximum lifetime period of 12 calendar months in duration. Official employment verification is required for any period in which the applicant previously served as a provisional administrator.
- f. Provide evidence that the time period of the provisional appointment complies with the requirements in 481—subrule 58.8(4). A written attestation of the facility owner or chief operating officer shall satisfy this requirement.

**141.6(3)** The board expressly reserves the right to withdraw approval of a provisional appointment. Withdrawal of approval shall be based on information or circumstances warranting such action. The provisional administrator shall be notified in writing by certified mail.

**645—141.7(155) Licensure by endorsement.** An applicant who has been a licensed nursing home administrator under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the board a completed application;
2. Pays the licensure fee;
3. Provides official copies of the academic transcripts sent directly from the school to the board office;
4. Shows evidence of licensure requirements similar to those required in Iowa;
5. Provides verifications of licenses from all other states that have been sent directly from those states to the board office; and
6. Provides one of the following:
  - The official NAB examination score sent directly from NAB to the board or from the state in which the applicant was first licensed; or
  - Evidence of certification as a nursing home administrator (CNHA) in good standing with the American College of Health Care Administrators.

**645—141.8(155) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of nursing home administrator applicants.

**645—141.9(155) License renewal.**

**141.9(1)** The biennial license renewal period for a license to practice nursing home administration shall begin on January 1 of an even-numbered year and end on December 31 two years later. The board shall notify the licensee at the address on record at least 60 days prior to expiration of the license. Failure to receive the renewal application shall not relieve the licensee of the obligation to pay the biennial renewal fee on or before the renewal date.

**141.9(2)** An individual who was issued an initial license within six months of the license renewal date will not be required to renew the license until the subsequent renewal two years later.

**141.9(3)** A licensee shall:

*a.* Meet the continuing education requirements of rule 645—143.2(272C) and the mandatory reporting requirements of subrule 141.9(4); and

*b.* Submit the completed renewal application, continuing education report form and renewal fee before the license expiration date.

**141.9(4)** Mandatory reporter training requirements.

*a.* A licensee who, in the scope of professional practice or in the licensee's employment responsibilities, examines, attends, counsels or treats children in Iowa shall indicate on the renewal application completion of two hours of training in child abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

*b.* A licensee who, in the course of employment, examines, attends, counsels or treats adults in Iowa shall indicate on the renewal application completion of two hours of training in dependent adult abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

*c.* A licensee who, in the scope of professional practice or in the course of the licensee's employment responsibilities, examines, attends, counsels or treats both adults and children in Iowa shall indicate on the renewal application completion of training in abuse identification and reporting for dependent adults and children in the previous five years or condition(s) for waiver of this requirement as identified in paragraph "e."

Training may be completed through separate courses as identified in paragraphs "a" and "b" or in one combined two-hour course that includes curricula for identifying and reporting child abuse and dependent adult abuse. The course shall be a curriculum approved by the Iowa department of public health abuse education review panel.

*d.* The licensee shall maintain written documentation for five years after mandatory training as identified in paragraphs "a" to "c," including program date(s), content, duration, and proof of participation.

*e.* The requirement for mandatory training for identifying and reporting child and dependent adult abuse shall be suspended if the board determines that suspension is in the public interest or that a person at the time of license renewal:

(1) Is engaged in active duty in the military service of this state or the United States.

(2) Holds a current waiver by the board based on evidence of significant hardship in complying with training requirements, including an exemption of continuing education requirements or extension of time in which to fulfill requirements due to a physical or mental disability or illness as identified in 645—Chapter 143.

*f.* The board may select licensees for audit of compliance with the requirements in paragraphs "a" to "e."

**141.9(5)** When all requirements for license renewal are met, the licensee shall be sent a wallet card by regular mail.

**141.9(6)** A person licensed to practice as a nursing home administrator shall keep the license certificate displayed in a conspicuous public place at the primary site of practice.

**141.9(7)** Late renewal. The license shall become late when the license has not been renewed by the expiration date on the wallet card. The licensee shall be assessed a late fee as specified in 645—subrule 145.1(3). To renew a late license, the licensee shall complete the renewal requirements and submit the late fee within 30 days following the expiration date on the wallet card.

**645—141.10(272C) Exemptions for inactive practitioners.**

**141.10(1)** A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must hold a current license in order to apply for exempt status. The licensee shall apply for inactive status before the license expiration date.

**141.10(2)** Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—143.10(272C).

**141.10(3)** Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license became inactive.

**141.10(4)** Inactive licensees may be required to meet with the board and, if the board finds reasonable doubt that the licensee displays knowledge of the domains of practice, the board may require the applicant to successfully complete any or all of the minimum qualifications, which may include additional education or training for licensure prior to license reinstatement.

**141.10(5)** Licensees shall renew at the next scheduled renewal. Licensees whose licenses were reinstated within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**141.10(6)** A new licensee who is on inactive status during the initial license renewal time period and who reinstates the license before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Forty hours of continuing education will be required for every renewal thereafter.

**141.10(7)** Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement of an inactive license after exemption.

An applicant shall satisfy the following requirements:	
Submit written application for reinstatement to the board	Required
Pay the renewal fee	\$50
Pay the the reinstatement fee	\$50
Furnish evidence of full-time practice in another state of the U.S. or the District of Columbia and complete continuing education	Current valid license and at least 40 hours of continuing education
OR	
Furnish evidence of completion of hours of approved continuing education. The continuing education hours must be completed within the two most recent bienniums prior to the date of application for reinstatement.	40 hours
Total fees and continuing education hours required for reinstatement:	\$100 and 40 hours

**645—141.11(272C) Lapsed licenses.**

**141.11(1)** If the renewal fee(s) and continuing education report are received more than 30 days after the license expiration date, the license is lapsed. An application for reinstatement must be filed with the board accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration. The licensee may be subject to an audit of the licensee's continuing education report.

**141.11(2)** Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of nursing home administration. Practicing without a license may be cause for disciplinary action.

**141.11(3)** In order to reinstate lapsed licenses, licensees shall comply with all requirements for reinstatement as outlined in 645—143.6(272C).

**141.11(4)** After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete continuing education required for the biennium.

**141.11(5)** Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license lapsed.

**141.11(6)** Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 renewals	4 renewals
Submit written application for reinstatement to the board	Required	Required	Required	Required
Pay the renewal fee(s)	\$50	\$100	\$150	\$200
Pay the late fee	\$50	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Furnish evidence of satisfactory completion of continuing education requirements. The continuing education hours must be completed within the two most recent bienniums prior to the date of application for reinstatement.	40 hours	40 hours	40 hours	40 hours
Total fees and continuing education hours required for reinstatement:	\$150 and 40 hours	\$200 and 40 hours	\$250 and 40 hours	\$300 and 40 hours

**645—141.12(155) Duplicate certificate or wallet card.**

**141.12(1)** A duplicate wallet card or duplicate certificate shall be required if the current wallet card or certificate is lost, stolen or destroyed. A duplicate wallet card or a duplicate certificate shall be issued only under such circumstances.

**141.12(2)** A duplicate wallet card or duplicate certificate shall be issued upon receipt of the completed application for duplicate license and payment of the fee as specified in rule 645—145.1(147,155).

**141.12(3)** If the board receives a completed application for duplicate license stating that the wallet card or certificate was not received within 60 days after being mailed by the board, no fee shall be required for issuing the duplicate wallet card or duplicate certificate.

**645—141.13(155) Reissued certificate or wallet card.** The board shall reissue a certificate or current wallet card upon receipt of a written request from the licensee, return of the original document and payment of the fee as specified in rule 645—145.1(147,155).

**645—141.14(272C) License denial.**

**141.14(1)** An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

**141.14(2)** If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147, 155, and 272C.

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CHAPTER 142  
NURSING HOME ADMINISTRATION EDUCATION PROGRAMS

[For Continuing Education, see 645—Chapter 143]  
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